

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	6/1/02	4/09	4	4.2
CHAPTER Chapter 4. The Reimbursement System		SUBJECT Deadlines for Claim Submission			

All claims for reimbursement are filed via the Internet at: <http://dhssweb04.dhss.mo.gov/cnp>. Contractors that do not have access to the computer or the Internet may contact the central office to make alternative arrangements to submit claims. Each user of the CACFP web system must have his or her personal user ID and password, which cannot be shared with anyone.

An online claim is considered “submitted” when it is in “Pending Approval” status at the sponsor level and, if required, all supporting documents have been submitted and received (for example, milk purchase receipts). Claims in Error status or Pending Submission status may be modified, and have not been certified as true and correct, so are not considered submitted to the state office for approval. The timeframe within which a claim can be submitted for a particular month is indicated in the Claims portion of the Sponsor Summary on the CACFP web system. Failure to properly submit a valid claim (with all supporting documentation, as requested or required) will result in non-payment of the claim. The MDHSS-BCFNA will delete claims that remain in Error or Pending Submission status or in Pending Approval Status without supporting documentation after 90 days from the last day of the claim month.

An exception may be granted to an institution once every 36 months for exceeding the 60-calendar day deadline while on the Program. The institution (independent sponsor or sponsoring organization) must submit a Corrective Action Plan before an exception can be granted. As noted above, the official submission date of a claim is the day the claim is put into **Pending Approval** status *and* when any required supporting documentation (if necessary) has been received by MDHSS-BCFNA.

Revised claims resulting in additional reimbursement to the institution shall be submitted to MDHSS-BCFNA within 90 calendar days from the last day of the claim month. Claims submitted after the 90-calendar day deadline shall not be processed. Revised claims resulting in a reduction of reimbursement shall be submitted to MDHSS-BCFNA as soon as possible after notification to complete a revision.

The MDHSS-BCFNA processes claims twice a month (see the schedule below). Claims must be in Pending Approval status in the MDHSS-BCFNA web system on or before the 10th of the month for the first closing. Any claims received after the 10th of the month will be held until the next cycle for processing. Claims put in Pending Approval status by the 25th of the month will be processed in the second cycle. Claims put in Pending Approval status after the 25th of the month will be processed in the first cycle of the following month. If the deadline falls on a weekend or holiday, the due date will be the prior business day.

1 st Deadline	1 st Check Issue Date, Projected	2 nd Deadline	2 nd Check Issue Date, Projected
10 th of the month	28 th of the month	25 th of the month	13 th of the month

The CACFP claims are direct deposited. If you do not receive your payment within 15 days of the projected payment date, contact MDHSS. Claims submitted by the institution prior to the 10th or 25th of the month that do not pass system edits, will be returned for correction and will be processed in the next cycle immediately following the submission of the corrected claim.

In submitting the claim for reimbursement, each institution is certifying that the claim is correct and that records are available to support the claim. These records shall be retained for a period of three fiscal years after the end of the fiscal year to which they pertain. Records shall be retained beyond the end of the three-year period if findings result from an audit. In those cases, records shall be maintained for as long as required to resolve the issues raised by the audit.

All records pertaining to the Program shall be made available upon request to representatives of MDHSS-BCFNA, MDHSS-Auditor, the United States Department of Agriculture, and the United States General Accounting Office for audit or review, at the business address on file and during normal business hours. See Section 8.3 for information on records that must be maintained to support the claim for reimbursement.

Failure to have records available to support the claim for reimbursement could result in disallowance of all meals claimed. **All records must be maintained on-site at the institution (for shelters with a single site), or at the address designated in the Sponsoring Organization of Shelters' management plan.**